Closing the Polls Punch Card Ballots

Thirty minutes prior to closing the polls a clerk announces the polls are closing

Close the Polls at 8:00 PM

All electors waiting in line at 8:00 shall be allowed to vote

After the polls close the election board may divide into teams and work on the following procedures simultaneously

Count the number of elector's signing the Election Record Poll Book

Compare the Election Record Poll Book(s) or list of voters - correct any mistakes

Record the number of signatures on the cover of the Election Record Poll Book

Unlock the ballot box and remove envelopes containing Ballot Cards

Do not remove Ballot Cards from write-in secrecy envelope - count the number of envelopes and record on the cover of the Poll Book

See Stacking Diagram in Procedural Manual on page 20
Stack #1 = Ballot Cards

Stack #2 = flat empty envelopes
Stack #3 = Ballot Cards with write-ins
still in envelopes

Open the ballot envelopes without removing the Ballot Card - Check for write-in vote on envelope

If a write-in exists - close the envelope and with the Ballot Card still inside place in stack #3

If no write-in exists, remove ballot card and place Ballot Cards in stack #1 place empty envelopes in stack #2

Add voted Ballot Cards (stack #1) and envelopes with write-ins (stack #3) to get Total Ballots Cast enter in the Election Record Poll Book

Place voted Ballot Cards and Ballots with write-ins (still inside envelopes) in metal transfer box

Complete transport carrier log and tape to metal transfer case

Seal the metal transfer box

Enter transfer box seal number on Election Record Poll Book

Record number of spoiled ballots -Record number of unused Ballot Cards in the Election Record Poll Book

Election Board signs the Election Record Poll Book

Dismantle the voting devices - do not remove ballot pages from voting devices

Return all election materials and supplies in proper envelopes and containers as specified by the County Clerk